

## **DOCUMENTS THAT MAY BE INCLUDED IN A FILE REVIEW CHECKLIST**

1. Unified Program Consolidated Form — UST Facility (Form A) and UST Tanks (Form B). Collect these forms when there is a submittal of an operating permit application. Whenever information on these forms is changed, these forms should be updated or resubmitted by the tank owner to the local agency. Tank closure does not require use of these forms but use of the forms is recommended for consistency and documentation.
2. UST Installation and Certification of Compliance (Form C). This form should be submitted when an UST is installed or replaced for piping installations or retrofits. This form does not have to be submitted for piping repairs.
3. Operating permit and associated conditions.
4. Billing and collection of local fees.
5. Billing and collection of surcharge fees.
6. Plot plan.
7. Installation and construction details (as-built drawings or blue lines).
8. Site variances, if any.
9. Financial responsibility documentation for tanks containing petroleum.
10. Agreements covering monitoring between the owner and operator where applicable.
11. Leak detection equipment information such as equipment manuals or brochures.
12. Copies of third-party evaluations/certifications for leak detection equipment for tanks and piping.
13. Copies of third-party evaluations/certifications for primary and secondary containment components (flex connectors, dispenser plans, spill containers, etc.).
14. Documentation showing that monitoring equipment and devices were installed and calibrated in accordance with manufacturer's instructions.
15. Documentation showing that equipment and devices have been annually maintained/serviced in accordance with manufacturers instructions.
16. Written routine monitoring procedures:
  - Visual inspection procedures for vaulted tanks, suction piping, dispensers, exposed piping, etc.
  - Frequency of monitoring for tanks and piping (daily dipsticking for SIR, continuous monitoring for double-walled containment, weekends only, etc.)
  - Methods and equipment, identified by name and model, used to monitor the tank
  - Methods and equipment, identified by name and model, used to monitor the piping
  - Locations, as identified on a plot plan, where monitoring is performed (at the sumps, dispensers, or monitoring wells also, indicate the location of the alarm system and its printers)
  - Names and titles of persons responsible for monitoring and/or maintaining the equipment (site manager/operator, person performing routine monitoring procedure such as the dipsticking or daily electronic panel display check)
  - Reporting format (copies of logs, printouts from automatic tank gauges, SIR forms, etc.)
  - Record keeping requirements for visual monitoring, computer printouts, SIR reconciliation, etc.

- Preventive maintenance schedule for the monitoring equipment (the maintenance schedule must comply with the manufacturer's instructions and be performed at least annually) and the name of contact person for the maintenance company
  - Description of the training necessary for the operation of both the tank system and the monitoring equipment.
17. Emergency response plan:
    - A description of the proposed methods and equipment to be used for removing and availability of the required equipment if not permanent on-site, and equipment maintenance schedule for equipment located on-site (absorbent material, cleanup rags, disposal binds, etc.)
    - Names and titles of persons responsible for authorizing work necessary under the response plan (owner, operators and/or maintenance company).
  18. Tank and piping integrity test reports
  19. Copies of inconclusive or failed SIR reports
  20. Annual SIR summary statements
  21. Cathodic protection equipment records
  22. Interior lining records
  23. Records of repairs and upgrades
  24. Documentation of recordable and reportable unauthorized releases (estimated quantity released. Cleanup activities, monitoring reports or other notes)
  25. Status/condition of remediation for contaminated sites (boring logs, well casing development, monitoring reports, consultant's reports, etc.)
  26. Temporary closure permits
  27. Previous inspection reports and inspection checklists in chronological order
  28. Indications as to compliance status - Is reinspection due?
  29. Notices of violations and other enforcement documents.
  30. Correspondence or records of communications
  31. Section for notes or historical documentation